

# BotBuddy Working Agreement

## Goal

**Build an AI-Based Chatbot Solution designed to revolutionize customer support for businesses.**

## KEY AGREEMENTS

Communication	
Time Zone	The Central Standard Time (CST) time zone will serve as the basis for all communication.
Platform Usage	Check Circle daily for updates and utilize a smartphone app for easy access. For regular updates and weekly meetings, WhatsApp is preferred for quick messaging.
Email	While emails can be used as a backup, prioritize communication through Circle-chat/WhatsApp.
Missed Sessions	Inform someone if unable to attend, watch the recorded meeting, consult with someone for missed information, and use Circle app/WhatsApp group to stay updated.
Missing Stand-Up	Notify the group or a representative if unable to attend, watch the meeting recording, consult with someone for missed information, and utilize the Circle app for updates.
Minimize Distractions	Maintain focus by minimizing phone usage and selecting a quiet environment. Inform the team if experiencing connectivity issues or travel.
Support	Seek assistance from peers or mentors initially, escalating to Michelle if necessary.
Creating a Respectful Environment	Encourage open communication and respect for each other's feelings. Foster an environment of honesty and mutual support.
Breaks	Incorporate a 5-minute break during each pro bono session.
Cameras	Encourage camera usage during meetings to promote productive communication, with exceptions for valid circumstances.
Workload Distribution	Clear role definition and expectations from each team member. Ensure equitable workload distribution among team members and communicate if feeling overwhelmed.
Collaboration and Document Management	Maintain joint documents updated via Google Drive and share changes with the team via Circle for collaboration and feedback. Log all document changes with author, date, and description.
Regrouping	Aim to meet within approximately 4 days after each pro bono session to work on assignments and synchronize for the upcoming session.
Participation	

Daily Stand-Up	<p>Daily stand-ups will be conducted asynchronously on Circle, in a dedicated chat named 'Daily Stand-Up'. The appointed Scrum Masters will regularly check this chat, respond, ask questions, and acknowledge any mentioned impediments to ensure ongoing communication.</p> <p>Each scrum team member will answer the following three questions:</p> <ul style="list-style-type: none"> <li>- What have you worked on since we last met?</li> <li>- What are you working on today?</li> <li>- Are there any blocks standing in your way?</li> </ul> <p>Notes will be taken, and follow-ups will be addressed promptly to ensure timely progress. Each scrum team member should respond to the stand-up questions as soon as feasible each day.</p>
Pro bono Mentor Support Sessions	Attendance at every session is mandatory. If you miss more than 2 sessions, you will be required to repeat the session with a different cohort later.
Pro bono Work	Pro bono work is to be treated with the same commitment as paid work. You are expected to allocate dedicated time from your schedule every week for mentor support sessions, individual team sessions, team sessions, and stand-ups. You will fulfill agreed-upon tasks promptly and with your utmost effort, and ensure punctuality for all scheduled sessions.
Scrum Events	Sprint planning, sprint review, and sprint retrospective sessions must be scheduled during pro bono mentor support sessions. All sprints will have a duration of 2 weeks.
Ready	
Description	The user story has a clear and concise description that explains what is needed.
User Story Format	User stories will use proper format i.e.: As a [type of user] I want [some goal] So that [reason]
INVEST	User stories will follow all 'INVEST' criteria. Team members will have a clear understanding of 'INVEST'. Refer to <a href="#">INVEST Criteria</a> if needed.
Acceptance Criteria	The user story includes well-defined acceptance criteria that specify the conditions under which the story is considered complete.
Dependencies	<ul style="list-style-type: none"> <li>- Any dependencies (on other stories, tasks, or external factors) are identified and documented.</li> <li>- Dependencies do not prevent the story from being independently developed and tested.</li> </ul>
Estimation	<ul style="list-style-type: none"> <li>- The team has reviewed and estimated the story using an agreed-upon estimation technique (e.g., story points).</li> <li>- Estimates reflect the collective understanding of the effort and complexity involved.</li> </ul>
Design and Mockups	<ul style="list-style-type: none"> <li>- Any necessary design assets, wireframes, or mockups are attached to the user story.</li> <li>- The team has reviewed and understood the design implications.</li> </ul>
Technical Feasibility	<ul style="list-style-type: none"> <li>- Technical considerations and feasibility have been discussed.</li> <li>- Any potential technical challenges or risks are identified and documented.</li> </ul>
Review and Approval	<ul style="list-style-type: none"> <li>- The Product Owner has reviewed the story and agreed that it meets the "Ready" criteria.</li> <li>- Any necessary stakeholder reviews have been completed and feedback incorporated.</li> </ul>
Definition of Done (DoD):	

Testing	All changes have been thoroughly tested across all staging environments.
Support with Testing	Developers will seek testing assistance in the staging environment when necessary.
Peer-Reviewed	Code has been peer-reviewed.
CI	All continuous integration (CI) checks have successfully passed.
Merged Code	The code has been merged into the main branch and deployed successfully.
Documentation	Relevant documentation has been updated in the corresponding Jira Story.
QA testing	The product must undergo quality assurance testing to ensure there are no unacceptable known defects or bugs.
End-user testing (UAT)	The product should be tested by users in a small initial deployment. If UAT is not available, the Product Owner will test with the scrum team.
Demo	Upon story completion, the team will have a clear understanding of how to demonstrate the features. The demo will showcase the actual product or the developed functionality.
Functionality	Features meet all acceptance criteria defined in the user story, integrated with existing system components and are functioning correctly.

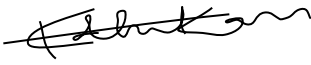
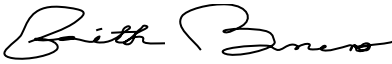
## PROJECT TEAM

Name	Role	Email
Shreeja Karki	Product Lead	shreeja.karki@agileacademy.io
Aman Dixit	Product Manager	aman.dixit14@gmail.com
Kris Adhikari	Product owner	adhikarikrishpa@gmail.com
Monika Thapa	Product owner	Thapamonika2022@gmail.com
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Manoz Acharya	Developer	manoj.acharya@joinmavens.com
Deepak Joshi	UI/UX	deepak.joshi@agileacademy.io

## VISUALS

WA as of 06/07/2024:



Shreeja Karki	Karki Shreeja	6/11/2024
Aman Dixit	<i>Aman Dixit</i>	6/11/2024
Kris Adhikari		6/10/2024
Monika Thapa	Monika Thapa	6/10/2024
Juan Carillo	Carillo	6/11/2024
Camila Glodowski	<i>Camila Glodowski</i>	6/11/2024
Whitney Miller	<i>Whitney Miller</i>	6/10/2024
Israel Benitez	Benitez	6/11/2024
Faith Bruno		06/10/2024
Rashna Bhetwal	Rashna Bhetwal	06/16/2024
Rashika Karki	Rashika	6/11/2024
Manoz Acharya	Manoz	6/11/2024
Deepak Joshi	Deepak	6/11/2024